



DeKalb County Department of Purchasing and Contracting Office of the Director

Request for Proposals: DeKalb County Government requests qualified individuals and firms with experience and certified expertise in program management services to submit proposals for a **Capital Improvement Projects (CIP) Program Management Services (RFP No. 15-500343)**.

For a copy of the Request for Proposals, please contact: DeKalb County Department of Purchasing and Contracting, 2nd Floor, The Maloof Center, 1300 Commerce Drive, Decatur, Georgia 30030 (telephonenumber404/371-7051), or visit our website at www.dekalbcountyga.gov/purchasing/index.html. Proposals will be received at the above address until 3:00 p.m. on May 7, 2015.

Mandatory Pre-Proposal Conference: A mandatory pre-proposal conference will be held at 10:00am to on the 8th day of April, 2015 at DeKalb County Maloof Auditorium, 2nd Floor, 1300 Commerce Drive, Decatur, Georgia 30030. It is strongly recommended that all interested responders attend and participate in the pre-proposal conference. For information regarding the pre-proposal conference, please contact **Lawrence Hall, Procurement Agent, lhall1@dekalbcountyga.gov or 404.371.3641** with the Purchasing and Contracting Department. There will be no site visit.

Questions: All questions concerning the project shall be submitted to **Lawrence Hall, Procurement Agent, lhall1@dekalbcountyga.gov or 404.371.3641** in writing no later than 3:00 pm on Friday, April 17, 2015. Questions received after this date will not receive a response.

Addenda: Request for Proposals and all addendums issued for this project may be found on DeKalb County's website, http://www.dekalbcountyga.gov/purchasing/pc-flr_current_bids.html.

LOCAL SMALL BUSINESS ENTERPRISE ORDINANCE

It is the objective of the Chief Executive Officer and Board of Commissioners of DeKalb County to provide maximum practicable opportunity for all businesses to participate in the performance of government contracts, including Local Small Business Enterprises (LSBE), Minority Business Enterprises (MBE) and Women Business Enterprises (WBE). The County's Schedule of Local Small Business Enterprise Participation, Minority Business Enterprise and Women Business Enterprise Opportunity Tracking Form (Exhibit A) and Letter of Intent to Perform as a Subcontractor or Provide Materials or Services (Exhibit B) are included in the Request for Proposal, along with sample report forms (Exhibit C). The current DeKalb County List of Certified Vendors is included as Exhibit D. For details relative to DeKalb County's Local Small Business Enterprise Ordinance, contact the **Lawrence Hall, Procurement Agent, at lhall1@dekalbcountyga.gov or 404.371.3641**.

The County reserves the right to reject any and all proposals, to waive informalities, and to re-advertise.
DeKalb County Department of Purchasing and Contracting

A handwritten signature in cursive script that reads "Lawrence Hall".

Lawrence Hall
Procurement Agent
Department of Purchasing and Contracting